

# Zing Health Benefit Card App

## USER GUIDE



**866-946-4458 (TTY: 711)**

8:00 a.m. - 8:00 p.m. Mon. - Fri.  
(April 1 - Sept. 30)

8:00 a.m. - 8:00 p.m. 7 days a week  
(Oct. 1 - March 31)



**MyZingHealth.com**



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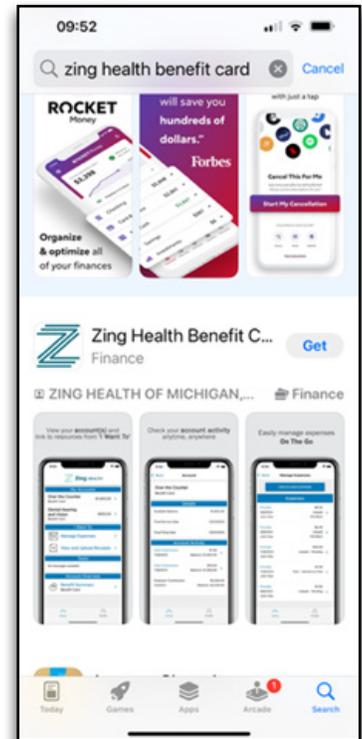
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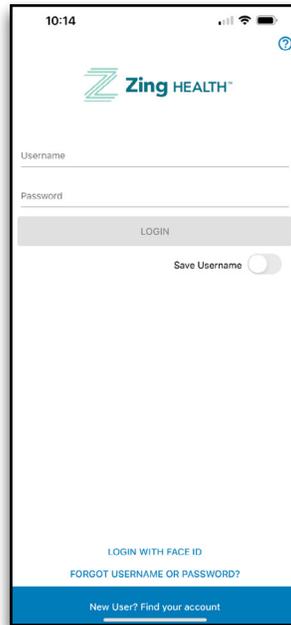
# DOWNLOADING THE APP

1. Visit the app store on your mobile device.
  - On Apple devices: <https://apps.apple.com/us/app/zing-health-benefit-card/id6472675451>
  - On Android devices: <https://play.google.com/store/apps/details?id=com.light-house1.mobilebenefits.z157>
2. Search for **Zing Health Benefit Card**. The app is typically second on the list of search results.
3. Select **Get** and double-click the side button if using an iPhone or select Install on your Android device to download the app.
4. Once the app is downloaded, press **Open** within the store to launch or find the app on your phone's home screen and press to open.

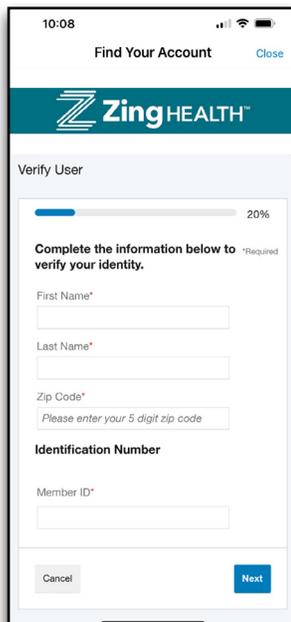


# SETTING UP AN ACCOUNT

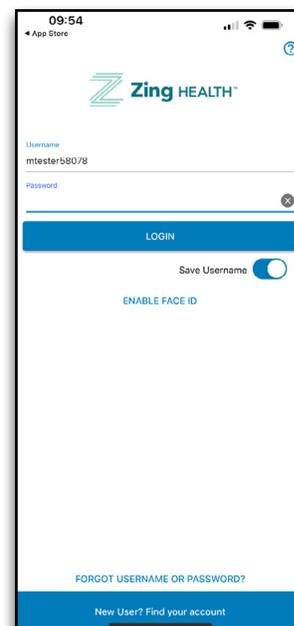
1. Open the app and press **New User? Find your account** at the bottom of the page.



2. Enter your information in the fields. You will need your member ID card to enter in your ID number.



3. Once your account is setup, enter your username and password into the login screen. You can also enable Face ID for account verification.



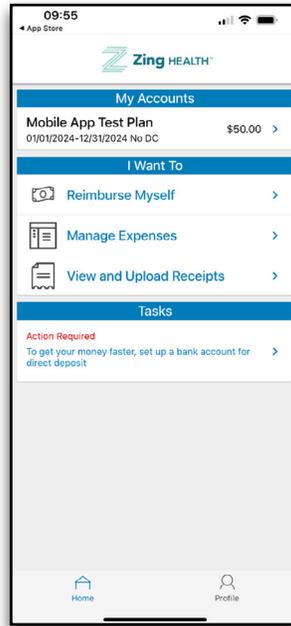
# SETTING UP AN ACCOUNT

4. Once the LOGIN button is pressed, you will need to read/accept the user agreement. Pressing the AGREE button will show a Success pop-up box. Click OK.



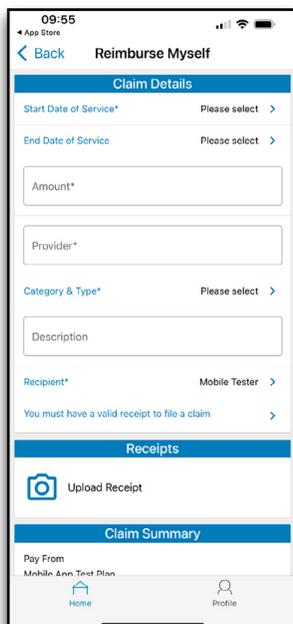
## Home Page

On the main page of the app, you can see information about your account, file a reimbursement, manage expenses and view and upload receipts. They can also set up a bank account to be paid directly to their bank. If a bank account is not set up the member will receive a paper check.



## Reimburse Myself

1. To file a reimbursement claim, click Reimburse Myself on the home page.

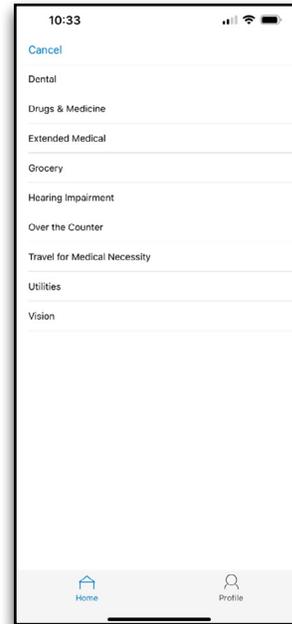


# APP NAVIGATION

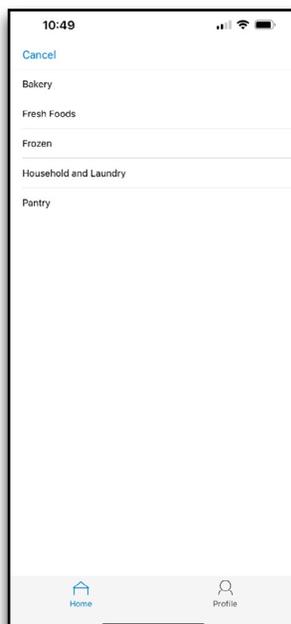
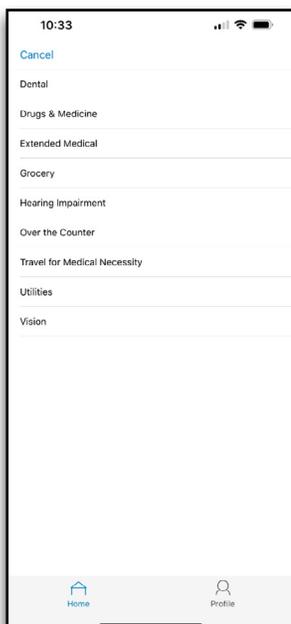
2. Enter the date of service (if date of service is one day versus a range of days, enter the one date twice).



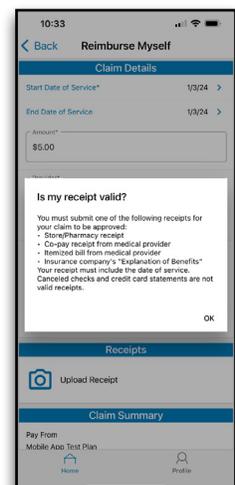
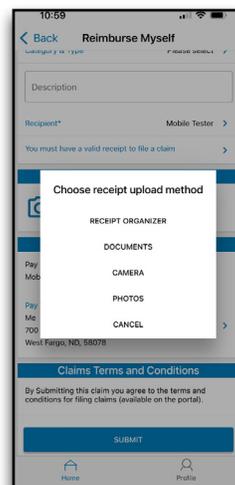
3. Enter the amount of the reimbursement you are requesting in the **Amount** field.



4. Enter the provider or store in the **Provider** field.



5. You can then upload your receipt. Press **Upload Receipt** under the Receipts header and use any of the upload methods available. Once your receipt is uploaded, a message will pop up asking you to verify that the receipt meets certain criteria. Select **OK** to move on and submit the claim.



- 6. Ensure your address is correct and press **Submit**.  
PLEASE NOTE: If the address is incorrect, you will need to make a change to your address in WIPRO to have it sync with the mobile application.

If you have set up a bank account in the app, you can choose to have your claim paid directly to that account.

You may also upload receipts via the home screen prior to selecting Reimburse Myself, and then choose the receipt from the Receipt Organizer.



## Profile Screen

On the bottom of the app screen, choose the **Profile** icon to access the following features:

